

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

QUALIFICATIONS:	Valid Kansas certificate and/or license
REPORTS TO:	Special Education Director
JOB GOAL:	To provide motor therapy to students with disabilities under supervision of the Registered Occupational Therapist
FULL/PART-TIME	Full-time or part-time
FLSA:	Non-exempt from overtime
BOE APPROVAL:	3/8/2021

PERFORMANCE RESPONSIBILITIES:

1. Maintains regular attendance and punctuality as essential functions of the job.
2. Follows the appropriate state guidelines, district policies and procedures relating to occupational therapy services.
3. Maintains strict confidentiality regarding classroom, student and employee information.
4. Organizes and follows a therapy schedule based upon the needs of students.
5. Adapts the classroom environment and therapy materials (under the supervision of the Occupational Therapist) to improve student functioning and facilitate student access to curricular and instructional activities.
6. Assists the Occupational Therapist with assessing students' fine motor and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function, postural tone, etc.) to determine student deficits and develop treatment recommendations.
7. Attends meetings (e.g. IEPs, team meetings, meetings with outside agencies, etc.) and displays tact and courtesy when conveying and/or receiving student information.
8. Presents information (e.g. student performance data, clinical feedback, etc.) to parents and staff in a clear, concise manner.
9. Establishes and maintains effective relationships with students, parents, and staff.
10. Consults cooperatively with the Occupational Therapist, other therapists, teachers, families, etc. to provide requested information, review/revise the student's occupational therapy goals/objectives, develop plans for services and/or make recommendations to improve student outcomes.
11. Provides direct occupational therapy services to students according to IEP goals, under the supervision of the Occupational Therapist.
12. Documents therapy treatments and maintains student records in cooperation with the Occupational Therapist (e.g. progress reports, activity logs, Medicaid logs, etc.) and maintains compliance with the various state, federal, and district guidelines/regulations.
13. Maintains treatment equipment and supplies in clean and proper working condition.
14. Provides therapy services at multiple work sites.
15. Transports a variety of items between therapy sites (e.g. puzzles, games, assistive devices, assessment tools, etc.) to ensure the availability of materials required for therapy sessions.
16. Troubleshoots problems with assistive devices (e.g. computer technology, etc.) to ensure that equipment is in proper working order and provides alternative strategies, as needed.
17. Provides training, consultation, and instruction to teachers and parents on the use of adaptive devices/equipment and ensures such devices are used safely for optimal student benefit.

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- 18. Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) to determine the appropriate approach for addressing students' therapy goals.
- 19. Ability to work independently without supervision.
- 20. Perform other duties as assigned by the Director of Special Education or Superintendent.
- 21. Maintain a valid Kansas driver's license.
- 22. Follows the building dress code while being a good role model for students.
- 23. Travel between schools as required by the job.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI - Evaluation of All Classified Personnel*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, frequently requires physical exertion to manually move, lift, or carry heavy objects or students weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.